

THE BEDFORD HISTORICAL SOCIETY, INC.

HISTORICAL HALL RENTAL AGREEMENT

AGREEMENT made this ____ day of _____, between the Bedford Historical Society, Inc., as Lessor and _____ as Lessee, for use of Historical Hall (herein Historical Hall or the Premises) for the specific purpose filled in below, and upon the terms and conditions herein specified.

The Lessee agrees to abide by the following use restrictions for Historical Hall:

- (a) the maximum capacity for Historical Hall is 150 persons; of that number the maximum capacity for the balcony of Historical Hall is 50 persons;
- (b) there is to be no smoking in Historical Hall or any tent or temporary structure erected by Lessee; the use of smoke or fog machines, fireworks or any incendiary device is prohibited;
- (c) nails, tacks, screws, hooks, picture hangers and scotch tape may not be used or applied on walls, columns, ceilings, floors, or external surfaces of the building;
- (d) proper care must be observed to avoid defacing painted surfaces or floors;
- (e) there may be no alterations or additions to the electrical system, or overloading of electrical circuitry;
- (f) both the interior and exterior of Historical Hall as well as the surrounding yard shall be left in the same condition as found; and
- (g) the kitchen may not be used for the initial preparation of food..

The Lessee agrees to the following financial and related terms for this Rental Agreement:

- (a) the term of the rental shall be (dates): _____
- (b) the fee for the above will be \$ _____; a non-refundable rent deposit of \$ _____ is payable upon execution of this Rental Agreement.
- (c) in addition, the Lessee will pay \$100 for cleaning Historical Hall subsequent to Lessee's use, due at time balance of rent is paid
- (d) the Lessee will make a \$250 damage deposit by separate check or credit card at time balance of rent is paid; this deposit will be fully refunded if no damage occurs.
- (e) any telephone charges incurred during the rental are payable by the Lessee.

- (f) all rented or leased property, such as tables, chairs, tents, etc. and any personal property belonging to the Lessee and guests or other invitees will be removed from Historical Hall by 9 a.m. the day after the end of the rental unless other arrangements are made in advance; additional fees will be charged in the event that any such property remains on the Premises.

Other terms:

1. All vehicles must be parked in the lot to the side of the Premises or elsewhere in legal parking spaces. No vehicle may be parked in front of the Premises.
2. All individual Lessees are required to provide an insurance certificate from their homeowner's insurance provider. All commercial Lessees are required to provide an insurance certificate from their liability carrier. All Lessees employing outside caterers are required to provide an insurance certificate from their caterers' liability and workmen's compensation carriers. These certificates must name The Bedford Historical Society, Inc. as an additional insured. These certificates must be tendered with the balance of rent due two weeks before the rental date. Samples of the required insurance certificates are available from the Lessor.
3. The Lessee agrees to indemnify and hold harmless The Bedford Historical Society, Inc. from and against any and all losses, claims, damages, liabilities, expenses (including legal and other professional fees and disbursements), judgments, fines, settlements and other amounts arising from any claim, demand, action, suit or proceeding, actual or threatened in which such indemnified party may be involved, made or brought on account of the use of the Premises made by the Lessee, its guests, invitees, servants or service providers.
4. This Rental Agreement may not be assigned or sublet without the prior written consent of the Lessor.
5. The permitted use of the Premises by the Lessee is as follows:

Name of Event: _____

LESSOR:

Bedford Historical Society
P.O. Box 491
Bedford, NY 10506
Telephone: 914 234-9751
Email: info@bhsny.org

Signature: _____

LESSEE:

Email: _____

Signature: _____

This rental agreement is to be executed in duplicate. Please retain one copy for your records and return one copy with your non-refundable deposit of one-half of the rental fee to the Bedford Historical Society. This agreement must be returned within two weeks of its receipt in order to secure your date for rental, or it is assumed that the date is still available. Thank you.